

DAS Procurement Update



GREEN BUYING

Procurement Services has developed a new Green Buying web site. Please visit the new web site at: <http://das.iowa.gov/green/index.html>

DAS held two Webinars on Responsible Green Purchasing March 13 & April 17, 2008. It is a four part series, sponsored by DAS Procurement Services and the National Institute of Governmental Purchasing. The first session was attended by 24 people, and participants believed it was informative and interesting. <http://das.gse.iowa.gov/GreenI.ppt>

Part 2: Responsible Green Purchasing: Top Ten Tricks of the Trade Thursday, April 17th from 12:00 to 1:30 pm, Hoover

Building A Level, Conference Room 6. <http://das.gse.iowa.gov/GreenII.ppt>

Part 3, Writing a Responsible Purchasing Policy Thursday, May 15, 12:00 – 1:30

Hoover Building, B level, Learning center, conference rooms 1 and 2. [http://](http://das.gse.iowa.gov/GreenIII.ppt)

das.gse.iowa.gov/GreenIII.ppt

Upcoming Webinars: Part 4, Avoid being fooled by misleading environmental and social claims Thursday, June 5th, 12:00 – 1:30 Hoover Building, A level, Conference Room 7



GREETINGS FROM SCOT CASE / TERRACHOICE

I've been traveling constantly helping people identify greener products. The Six Sins of Greenwashing report: <http://www.terrachoice.com/greenwash> we released back in November has really touched a nerve and a lot of people are anxious to learn how they can avoid being fooled by misleading environmental claims.

The EcoLogo program is taking off like a wildfire here in the U.S. Once people learn about its 20 year history, the 120 EcoLogo standards, 7,000 EcoLogo certified products, and third-party proof that EcoLogo meets the ISO green labeling requirements, demand for EcoLogo certification sells itself.

If you want to stay on top of the EcoLogo program, check out the website: <http://www.ecologo.org/> or visit the recently created EcoLogo blog at: <http://blog.terrachoice.com>

In the meantime, feel free to drop me a line and let me know what you're up to. There's so much happening in the green world that it is hard to stay on top of it all.

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RFP REPORT



FREE!!!!

The RFP Report is a free quarterly newsletter dedicated to ideas, best practices and checklists. Past Issues have dealt with important topics. Issue 50 deals with the Statement of Work. It contains a brief review of resources found on the web: training, templates, 'how to' manuals, and books and other resources. Issue 49 contains articles about Green RFPs and Information Technology Outsourcing. To review these issues or to sign up for a free subscription, go to: <http://www.rfpmentor.com/rfp-report.html>

CONTRACT NUMBERING

No more spaces, Xs, or 3Xs as part of the contract ID

Procurement Services will implement a new contract numbering format. As contracts are renewed or rebid, GSE Purchasing Agents are eliminating the CT and the MA at the beginning of the contract ID. For the most part, the contract four digit number will remain the same and the FY will be added to the end of the ID.

Example: Concrete Ready Mix : CT2483-1X

Changed to: 2483-08

TSB contracts will have the TSB in front of the four digits

Example: TSB2483-08.

Multiple vendors will each have their own number. By following this format, the contract number will always be the same and only the FY will change when the contract is re-bid.

If you have questions or comments regarding this new format, contact Debbie O'Leary at:

Debbie.Oleary@iowa.gov

POSTING TO THE TSB 48 HOUR WEB SITE

All bids must be posted to the Targeted Small Business web site per IA-Code. For step by step instructions please contact: pam.dickey@iowa.gov Use this link: <http://www.iowalifechanging.com/business/tsb/tsb.htm> to access the TSB 48 Hour Procurement Notice Entry System. Enter a valid password, and you will be presented with the Procurement Information entry screen. Be prepared to provide a Procurement Reference Number, a brief description of the procurement opportunity, and the appropriate contact information for your department. It is recommended that appropriate key words associated with the desired product(s) or service(s) be incorporated within the description field. Upon completing the Procurement Information Entry Form you will be presented with the answers you provided and a chance to correct them if necessary. Once you have verified that the responses are correct the information will then be submitted electronically into a database. This information will then become immediately available on the TSB Procurement web site.

UPCOMING I/3 ENHANCEMENTS

If you haven't heard, I/3 Financial will be upgraded this June. While the basics of the system are the same, there will be many new features that should help you in completing your job. Some procurement specific new features include: making a payment directly from the MA to the PRC, and not encumbering funds and creating a delivery order unless those steps are part of your normal business processes, creating Master Agreements with multiple vendors on the same agreement, and the ability to enter up to 4000 characters in the Extended Description field in the commodity section on bid, solicitation and contract documents. A couple of other features you'll want to be sure to check out are leafing, where you can move from page to page and back without having to use page search each time and the new password reset functionality that allows users to reset your own passwords and not have to contact the I/3 functional staff for assistance.

To see more new features, be sure to sign up for a training class that is related to the upgrade. There is 1 class remaining. May 19th. To register, go to the I/3 web site: <http://intranet.iowa.gov/i3>. If you have any other questions regarding training and/or new features, please contact Lori McClannahan at lori.mcclannahan@iowa.gov or phone: 515-281-3206.

UPCOMING TRAINING OPPORTUNITIES

Two of the four required courses for certification as a 'Center of Excellence' will be offered in June and July.

Contracts and Code - Instructors: Debbie O'Leary and Ken Paulsen

June 23, 2008

July 14, 2008

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Cont. from pg 2

Hoover Building, Level A, Conference Room 5

To enroll, send an e-mail to Lois Schmitz at lois.schmitz@iowa.gov

I/3 from RQS to PO - Instructors: Keith McLeod, Lois Schmitz and Lori McClannahan

July 22, 2008

July 30, 2008

Hoover Building, Level B – Training Labs 1 & 2

The will be added to the I/3 website (<http://intranet.iowa.gov/i3/>) approximately 5/20. To enroll, click on the Training Calendar link on the left, select the class of your choice and complete the registration form.

IOWA NIGP CHAPTER

Great news! An NIGP chapter is coming to Iowa.

Procurement Colleagues:

Judy Lehman, City of Cedar Rapids and Lois Schmitz, State of Iowa are the Iowa NIGP Chapter formation team. We plan to have all of the chapter formation requirements completed by June 1, 2008. NIGP will then set-up a Charter Chapter ceremony. This is your chance to be a charter member of the Iowa Public Procurement Association.

The objectives of the Iowa Public Procurement Association are:

- Promote and encourage ongoing professional development and competence through continuing education, seminars, training and certification of those engaged in the profession of public procurement
 - Promote cooperation, collaboration and understanding in the procedures followed by public procurement among governmental entities and officials
 - Provide a professional networking forum for the exchange of ideas, guidance, research, and experiences among public procurement officials, including a state wide list serve available for electronic networking capabilities
 - Support and promote ethical public procurement
 - Support the principles and concepts of effective competition, increased public confidence and equitable treatment of all persons involved in public procurement
- Sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement profession and observe the purposes, aims and objectives of the National Institute of Governmental Purchasing.

Please send an email Lois Schmitz lois.schmitz@iowa.gov by May 23, 2008, if you are interested in joining the Iowa Public Procurement Association.

RETURN OF USED INKJET/TONER CARTRIDGES

The process to return used inkjet and toner cartridges is quite easy.

Know how many used cartridges you will be returning.

Call OfficeMax customer service (OFMCS) @ 1-800-535-4755

OFMCS may ask you for an accounting number: **619488**

OFMCS will need a ship to location number; # is 3 or 4 digits. (It can be found on your packing slips or invoices.)

5) OFMCS may ask for your accounting code/cost center; use the following: **EMPTY**

6) Tell OFMCS how many used cartridges you need picked up.

7) OFMCS will provide you with an ATR# (authorization to return), place this number on the outside of each with: **OFFICEMAX EMPTY CARTRIDGE RETURN ATR# xxxxxxxx**

8) OFMCS will have Priority Express pick up the number you stated.

Tips: Create a location to have the used cartridges returned to in your area. Keep multiple units in a large box. **OfficeMax** will take back any brand even if it was not purchased from **OfficeMax**. There is no charge for this service. If you have any questions, please contact Dave Kaili at: dave.kaili@iowa.gov or phone 515-281-4774.

WHO DO YOU WORK FOR?

Who do you work for? Some of us might respond that we work for the city, or the county, or the state. Some might say that they work for the Purchasing Director or the Chief Financial Officer. This question is very relevant to purchasing professionals because our understanding of whom we work for shapes the way that we make decisions. The decisions we make determine how efficiently and effectively we perform our jobs.

I am troubled by purchasing professionals who appear to believe that they work for the vendor community. They might not respond to the question, "Who do you work for?", with the answer, "my vendors", but the decisions that they make, and the way that they make them, clearly seem to be made based upon what is best for the vendors.

Responses to a colleague's recent questionnaire support my concern. Purchasing professionals were asked how they would deal with a vendor requesting a fax for small purchases quotes when the entity was doing all such quotes by e-mail. Eight of the eighteen responses displayed decisions that were being made based upon what was in the best interest of the vendor, not the entity. In another example, colleagues continue to mail bids and Requests for Proposal (RFPs) to vendors who refuse to download the documents from the Internet.

Who do we work for? We definitely work for our direct supervisors and for our supervisor's supervisors. It can be fairly stated that we work for the head of the entity that we serve, such as the superintendent or the city manager. And yes, we also work for the governing body that we serve, be it a school board or a city council. But ultimately, we as purchasing professionals work for the taxpayers whose taxes support the entity that we serve.

We are the stewards and custodians of the taxpayer's dollars. They have entrusted and charged us with getting the most value for them. When we loose sight of that fact, it will show in the decisions that we make, and then in the efficiency and effectiveness of our operations.

Providing value goes beyond getting fair and reasonable prices for goods and services. It also includes all of the processes that we use to achieve those prices. Processes cost money. Inefficient processes lead to increased lead times, loss of confidence from our end users, and increased staffing.

In the fax example, those who advocated accommodating the vendors request for a faxed quote when an e-mail was the most efficient process are advocating adding a second, less efficient process. Who is served by such a decision? Is it the taxpayers or the vendor? Who do you work for? When we make such accommodations we are undercutting our own efficiency and limiting our own decisions.

It is not far fetched to foresee a time when it would be feasible to completely eliminate the fax machine from a purchasing operation and do all transferring of documents via e-mail. Such a move would eliminate the costs of replacing and supporting the machine, the consumables, and the recurring phone line charge, as well as reduce electrical usage, and free up space. Such a decision should be made while considering what would be in the best interest of the taxpayers. Is it more efficient and effective? Does it provide the best value for the tax dollars? The decision should not be made based upon how it might affect some vendors.

As governmental purchasing professionals we are required to have fair and open processes. We are also charged for providing the best value for the tax dollars. We should strive to do both while keeping in mind that we work for the tax payers and all of our decisions should be made with that in mind. Often we will find that decisions made in the best interest of the tax payers are contrary to the best interest of a certain vendor or vendors. That is when it is critical that we clearly understand who we work for.

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(Printed in GovPro in June 2007)